

South Carolina
Office of State Treasurer
**BEST MANAGEMENT PRACTICES
SELF ASSESSMENT**

As required by Proviso 72.90, FY 2003-2004 Appropriation Act

| <u>Best Practice</u> | <u>Self Assessment</u> |
|--|------------------------|
| 1) Integration of Planning and Budgeting: The agency employs a multi-year strategic planning process that links the planning process with the annual budget review. | In compliance |
| 2) Internal Audit: The agency utilizes an active internal audit process that includes: (a) programmatic reviews along with fiscal reviews; b) consistent follow-up on audit findings; and c) reporting of the internal audit function to the institutional head and/or to the governing board, if applicable. Agencies that cannot afford a separate internal audit staff should use internal reviews that serve the same function as an internal auditor. | In compliance |
| 3) Collaboration and Partnerships: The agency demonstrates financial beneficial collaborative efforts with other public entities in performance of business functions Including, as applicable, but not limited to, financial management, energy management, printing and publications, mail service, procurement, warehousing, public safety, security, space utilization, and parking. | In compliance |
| 4) Outsourcing and Privatization: The agency examines opportunities for contracting out various business functions, has performed cost analyses, and has implemented, where economically feasible, cost saving contracts. | In compliance |
| 5) Process Analysis: The agency makes a critical examination of its business processes in an effort to increase productivity, reduce waste and duplication, and improve the quality of services provided to its internal customers. | In compliance |
| 6) Use of Automation and Technology: The agency uses a long range plan for improved use of technology to enhance business processes and takes deliberate efforts to implement this technology within budget constraints. | In compliance |
| 7) Energy and Other Resource Conservation and Management: The agency uses a plan to conserve energy and other resources and has demonstrated positive results from the plan. | In compliance |
| 8) Preventive and Deferred Maintenance: The agency uses a regular program of preventative maintenance to preserve its physical assets and has developed a plan to address overdue maintenance needs for its facilities. | In compliance |
| 9) Alternate Revenue Sources: The agency makes substantial efforts to identify and secure alternate revenue sources (excluding categorical grants for special functions) to supplement funds available from state appropriations. | In compliance |
| 10) External Annual Financial Audit Findings: The agency minimizes or avoids all management letter and single audit findings in the annual audit performed or supervised by the State Auditor, especially violations of state law, material weaknesses, and single audit "findings" and "questioned costs." | In compliance |
| 11) External Review Findings: The agency minimizes or avoids all non-compliance findings related to its business practices in external reviews and audits. | In compliance |
| 12) Long Range Capital Plan: The institution uses a long range (minimum three to five years) capital improvement plan for major capital requirements for its buildings and has, subject to fund availability, begun implementation of the plan. | Not applicable |
| 13) Risk Management: The agency has an active risk management program in place to minimize its losses. | In compliance |